



**HUMAN RESOURCES  
DEPARTMENT**  
City of Burlington

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To: City Council

From: Benjamin Pacy, Human Resources Generalist  
Susan Leonard, Human Resources Director

Date: January 16, 2014

Re: Burlington Electric Department – Creation of Regular, Full Time Energy  
Efficiency Program & Policy Analyst

As detailed in the attached memo and job description, the General Manager of Burlington Electric has requested the creation of an Energy Efficiency Program and Policy Analyst position necessary to address the increasing demands of the Smart Grid and regulatory agencies.

The position, which will report to the Director of Energy Services at Burlington Electric, as shown on the attached existing and proposed organization charts, was classified and scored using the Modified Winters Classification System. The resulting classification is a union exempt grade A04 with a corresponding salary range \$48,196 to \$79,011. Creation of this position will result in an addition to headcount funded by BED, with no salary impact to the general fund. It is our understanding that this position will be funded through rate payer revenues dedicated to energy efficiency programs mandated by statute.

We respectfully recommend your approval of the General Manager of Burlington Electric Department's request to create an Energy Efficiency Program and Policy Analyst position. The Board of Finance voted unanimously to recommend approval to the City Council at their January 13, 2014 meeting.

This position would become effective following City Council approval and signature of the Mayor.

Thank you.

## **City of Burlington**

### **Job Description**

**Position Title:** Energy Efficiency Program & Policy Analyst

**Department:** Burlington Electric Department

**Reports to:** Director of Energy Services

**Pay Grade:** Level A-4

**Job Code:**

**Exempt/Non-Exempt:** Exempt

**Union:** IBEW

#### **General Purpose:**

This position is responsible for developing the BED annual Energy Efficiency plans & budgets, and for periodic budget and program reporting and the associated required analysis and regulatory interaction. This position is responsible for conducting research, general financial analysis and creating and evaluating program-wide performance measurements. This position interacts with peers within the field and with regulatory and financial agencies at all levels of government to track and monitor BED's energy efficiency utility program requirements, to meet all regulatory filing deadlines and to represent BED in appropriate regulatory proceedings.

#### **Essential Job Functions:**

- Responsible for the preparation of all BED energy efficiency filings with the Vermont Public Service Board (PSB).
- Represents BED in regulatory proceedings before the PSB.
- Develops and generates monthly, quarterly and annual energy efficiency reports for the Burlington Electric Commission, the Vermont Department of Public Service (DPS) and the PSB.
- Develops BED's annual plan for filing and review by the PSB and the public.
- Develops and maintains BED's long-range energy efficiency plan and 3-year program budgets.
- Coordinates, develops and monitors key program cost-effectiveness ratios for the Department to be used in a variety of formats.
- Develops both a calendar year and a fiscal year budget for BED's energy efficiency programs.
- Reviews BED energy efficiency performance data bases and interacts with the Resource Planning staff to monitor and maintain accurate information on program performance.
- Develops, reports on and maintains short-term energy efficiency plans and forecasts as needed to assist in BED's demand resource planning activity and associated interaction with the DPS and PSB.
- Communicates and coordinates financial transactions with regulatory agencies as required.
- Monitors energy efficiency spending and associated budget reports for internal & external reporting needs, including but not limited to, monthly budget variance reports, program spending reports, etc. and notifies appropriate personnel of deficiencies or irregularities.
- Responsible for maintaining and reporting of BED's Service Quality and Performance,

Monitoring & Reporting Plan ("SQRP") in the area of energy efficiency.

- Develops and generates various efficiency program policies and procedures manuals.
- Performs financial and statistical analysis and accounting research as required.
- Assists with legal research in the area of energy efficiency policy.
- Performs other duties as required.

### **Qualifications/Basic Job Requirements:**

A Bachelor of Science Degree in Business Administration, Public Administration, Accounting or Law, and five years of experience in a responsible analytical, legal or accounting position; or, an Associates Degree in one of those disciplines and seven years of experience in a responsible position in one or more of those disciplines are required. A minimum of three years of experience with utility energy efficiency programs is required.

- Demonstrated ability to communicate effectively both orally and in writing at a very high level of complexity is required.
- Demonstrated analytical ability and attention to detail is required.
- Ability to operate in a Windows based environment using word processing and spreadsheet software required. Demonstrated ability to work fluently within data base or equivalent software is required.
- Ability to organize and prioritize work-flow and meet deadlines is required.
- Ability to self-initiate tasks and to work with minimal supervision is required.
- Demonstrated ability to establish and maintain good relations with co-workers is required.
- Ability to carry out duties and functions in a confidential manner is required.
- Ability to work well in a team environment is required.
- A strong desire to improve service to internal and external customers is required, as is a high level of personal creativity, initiative and enthusiasm to work within a constantly changing organization.
- A working knowledge of generally accepted accounting and/or state and municipal regulatory practices is desired.
- Experience with utility regulatory, accounting or finance reporting is strongly desired.
- Familiarity with computerized accounting systems is desired.
- Knowledge and working familiarity with FERC Chart of Accounts is desired.

### **Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

Financial Analyst

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☒ seeing  
\_\_\_ color perception  
    (red, green, amber)  
☒ hearing/listening  
☒ clear speech  
☒ touching  
    ☒ dexterity  
    ☒ hand  
    ☒ finger

☒ ability to move distances  
    within and between  
    warehouses/offices  
\_\_\_ climbing  
\_\_\_ ability to mount and  
    dismount forklift/truck  
\_\_\_ pushing/pulling

\_\_\_ lifting (specify)  
    \_\_\_ pounds  
\_\_\_ carrying (specify)  
    \_\_\_ pounds  
\_\_\_ driving (local/over  
    the road)

\_\_\_ reading - basic  
☒ reading - complex  
\_\_\_ writing - basic  
☒ writing - complex  
\_\_\_ shift work  
☒ works alone  
☒ works with others  
☒ verbal contact w/others  
☒ face-to-face contact  
☒ inside

\_\_\_ math skills - basic  
☒ math skills - complex  
☒ clerical  
\_\_\_ outside  
\_\_\_ extreme heat  
\_\_\_ extreme cold  
\_\_\_ noise  
\_\_\_ mechanical equipment  
\_\_\_ electrical equipment

☒ analysis/comprehension  
☒ judgment/decision  
    making

\_\_\_ pressurized equipment  
\_\_\_ moving objects  
\_\_\_ high places  
\_\_\_ fumes/odors  
\_\_\_ hazardous materials  
\_\_\_ dirt/dust

**Supervision:**

Directly Supervises:   0  

Indirectly Supervises:   0  

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

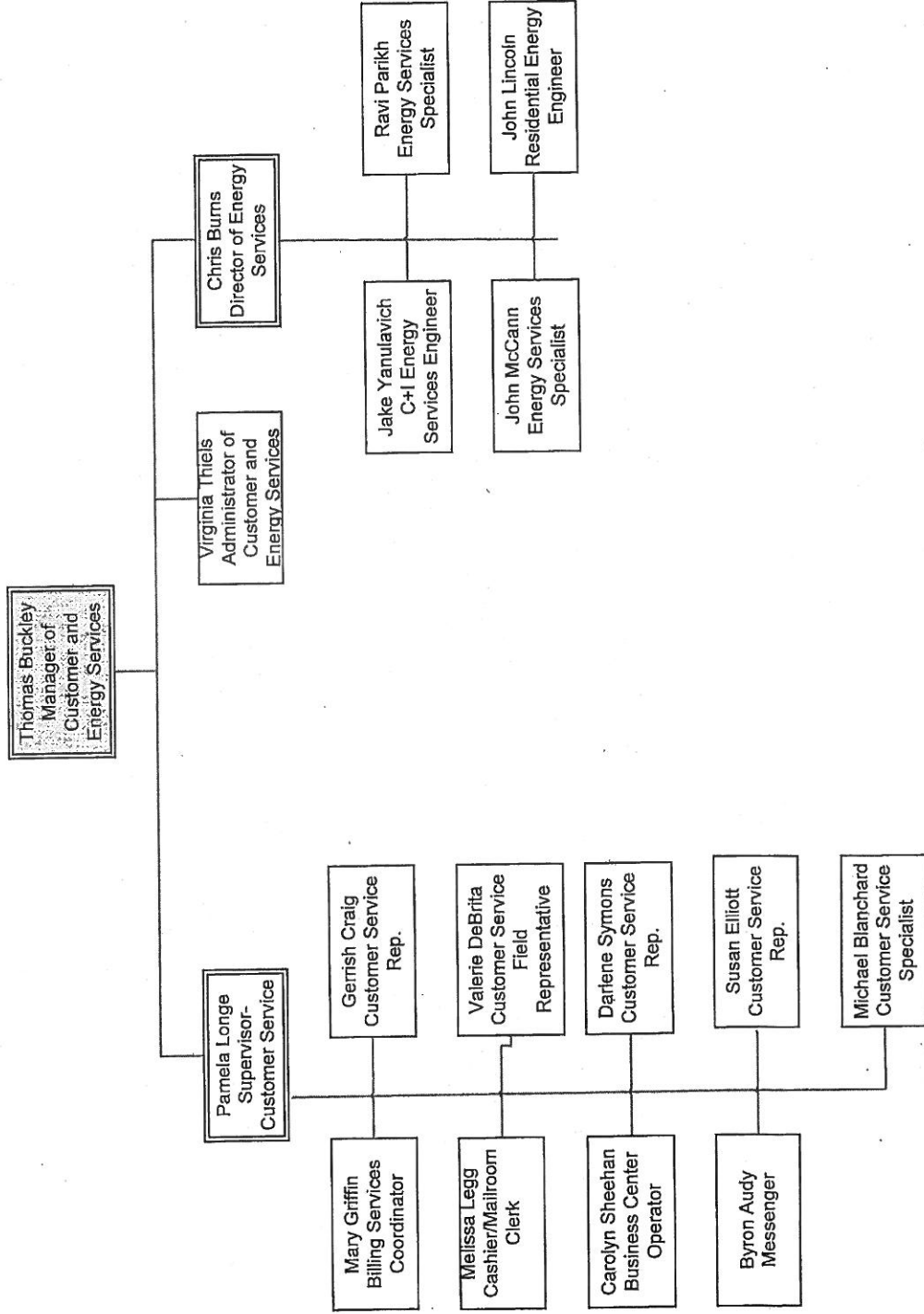
Existing

December

2013

## Customer & Energy Services

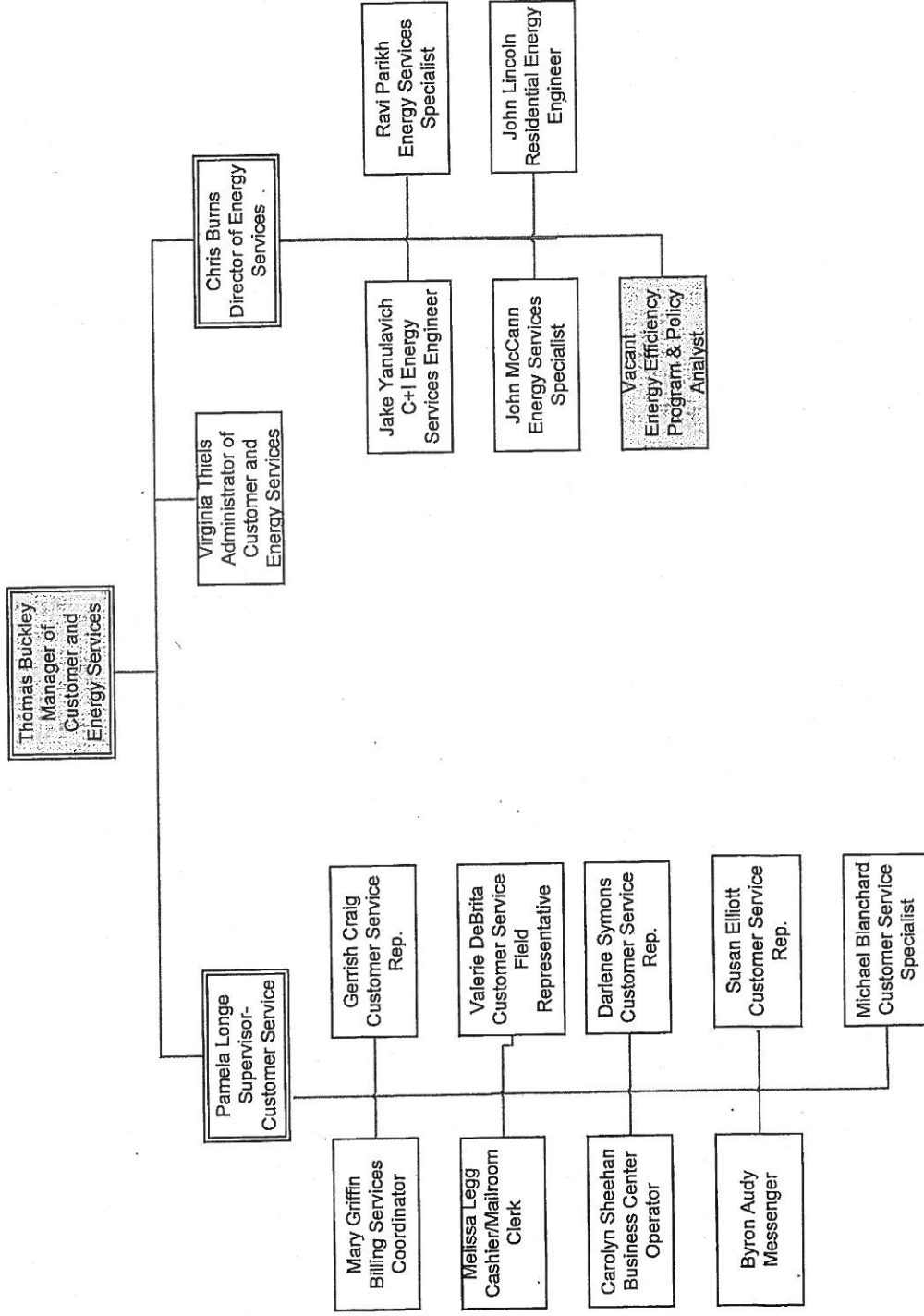
Burlington Electric Department



Proposed  
January 2014

## Customer & Energy Services

Burlington Electric Department



**BURLINGTON ELECTRIC DEPARTMENT**  
**DESCRIPTION OF EXEMPT POSITION COMPENSATION FACTORS**

Exempt Position Classification Form

Position Title:

Energy Efficiency Program Policy Analyst

Supervisor/Manager:

Tom Buchley

Person(s) Performing  
Classification:

Ben Pacy & Danyl Santeiro

Date of Classification:

12-10-2013

Reason For Classification:

Revision to Existing Position

New Position ☒

Other (Explain):

**Instructions:**

First, assign a numerical and alphabetical designation (1A, 3C, etc.) for each compensation factor to which the position description & requirements most closely matches. Then assign a point value to each degree from the Exempt Compensation Factor Point Value sheet. Total the points to determine the classification level.

Compensation Factor.....	Numeric & Alphabetic Value .....	Points
1. Knowledge & Skill.....	<u>3C</u>	<u>110</u>
2. Latitude & Position Impact .....	<u>2B</u>	<u>100</u>
3. Supervision & Leadership .....	<u>1A</u>	<u>0</u>
4. Complexity/Innovation.....	<u>B2</u>	<u>150</u>
5. Working Conditions.....	<u>1</u>	<u>10</u>
Total Points .....		<u>370</u>
Classification Level.....		<u>4</u>

**Internal Equity Review:**

YES NO

1. Are there positions in BED with similar responsibilities and qualifications as this one?

☒

2. If yes, what are the positions (you need to list only one or two)?

3. Do the total points and classification for this position equal the classification for the positions listed above?

4. If the answer to question #3 is "Yes", then the classification process is complete. If the answer is "No" then review the classification factors for this position in conjunction with factors for comparable positions and make changes where appropriate.

5. Is this position union ☒ or non-union ☐? If non-union, what criteria were used to determine its non-union status? ☐ Supervisory ☐ Confidential ☐ Professional ☐

**Final Approvals:**

Manager: [Signature]

General Manager: [Signature]

Human Resources: [Signature]

Date: 12/24/13  
Date: 12/24/13  
Date: 1/6/2014